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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS MASH/Training Materials		
6243	Position Program Budget and Financial Information	Effective Date: 10/17/2016
		Version: 4

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## Objective

Capture program and financial information for a position.

## Outcome

Program budget and accounting distribution information is entered into the system.

## Program Budget Information

The Program Budget Information screen is used to record or modify detailed program and funding information for a specific PIN. Information such as program details, program number, and funding percentages by source are included.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/08/2016
PHIMAINU	PHIMAINM	Position Menu	02:22 PM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINS	BRAP	
AP	Browse Active/Pending PINS	BRAPP	
AB	Browse Abolished PINS	BRABP	
BV	Browse Vacant PINS	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Your Action ...	System Response ...
2. Choose <b>MP</b> (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/08/2016
PHIMAINU	PHIMAINM	Manage Position Menu	02:24 PM

  

Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Main End Quit

Your Action ...	System Response ...
3. Choose <b>PB</b> (Program Budget Information) from the Manage Position Menu and press ENTER.	The Program Budget Information screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/08/2016
PHOPBG0D	PHOPBG0M	Program Budget Information	02:25 PM

  

\*Action: \_ (A,C,D,M,N,P)

\*Agency Nbr: \_\_\_\_\_

\*PIN: \_\_\_\_\_ Cur Fiscal Year: 2017

OCCU: \_\_\_\_\_

SSN: - -

Cur FLSA: \_\_\_\_\_

Service Type: \_\_\_\_\_

APPROVAL: A

  

Display	Requested Program Details:	*PGM#	PGM%	GF%	FF%	OF%
1_ of		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____

  

Trans Eff Date: \_\_ \_\_ \_\_

Transmit For Approval: N

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Main End Agcy Note Hist Bkwd Fwd Quit

Your Action ...	System Response ...
4. Choose <b>Add</b> and enter the following information:  <b>*Agency Num:</b> The agency code xxxx. <b>*PIN:</b> Enter the PIN for which the program budget information is being added. Curr Fiscal Year: System defaults to current Fiscal Year.	
5. Press ENTER.	The system will display information on the current PIN and employee if the PIN is active. The Approval status will be Pending.
6. Enter the following information:  <b>*PGM#:</b> Enter at least one program number for the PIN. <b>PGM%:</b> Must equal 100 percent among all programs. <b>GF%, FF%, OF%:</b> Must equal 100 percent among all funds for each program. <b>Trans Eff Date:</b> MM DD YYYY <b>Transmit for Approval?:</b> An indicator for a request to be authorized. Valid values are "Y" or "N". If value is set to "Y", an approval record has been created and the record cannot be modified unless the approval record is withdrawn.	
7. Press ENTER.	The Program Budget Information screen will appear with the following message:  Pos-Budget aaaa-pin#-yyyy-P added successfully.

### Download of Position and Position Budget Information

This download provides a report, listing the PIN Number, SSN, Person Name, Occu Code, Occu Title, PGM#, Program Description, PGM%, GF%, FF%, and OF%.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose <b>MP</b> (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose <b>DP</b> (Download of Position and Position Budget Info) from the Manage Position Menu and press ENTER.	The Download of Position and Position Budget Info screen will appear.

Your Action ...	System Response ...
4. Enter <b>*Agency Number</b> and press ENTER.	<p>The Batch Job Submission pop up window will appear.</p> <p>The system will populate the File Name.</p>